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15 July 1969

MEMORANDUM FOR THE FILE

SUBJECT: Problem Solving Seminar Program

With Mr. Bannerman's approval, the initial Problem Solving Seminars originally scheduled for 24 August, 14 September, and 5 October, have been rescheduled as follows:

A. First Seminar -- 14-19 September [] 25X1
Office of Communications will sponsor the problem on increasing workloads in the face of budget limitations and decreases in personnel;

B. Second Seminar -- 5-10 October [] 25X1
Office of Personnel will sponsor the problem on interoffice assignments.

C. Third Seminar -- 19-24 October [] 25X1
Office of Training will sponsor the problem on midcareer training for employees not qualified for the MEDC.

25X1

25X1

This date Messrs. [] Office of Communications; Wattles, Office of Personnel; and, [] Office of Training, were advised of the above noted change in schedules.

25X1

[]
Support Operations Staff/DDS

Distribution:

- ✓ - Mr. Bannerman, Mr. Coffey
- 1 - STO/DDS
- 1 - SOS/DDS

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